



City of Hampton
PERSONNEL ADMINISTRATIVE PROCEDURES

DATE: May 15, 2004	CHAPTER: Five	PAI No. 1
REFERENCES:	SUBJECT: Employment Offer Verification	

Consent to Obtain and Authorization for Release of Information

I hereby authorize _____ to furnish information pertaining to my offer
(Name of Employer)
of employment to the City of Hampton, including but not limited to position title and compensation.
_____ is hereby released from any and all legal responsibility or liability for the release
(Name of Employer)
of the information described.

I, _____, certify that I have read the above statements or have had
(Print Name)
them read to me and understand their legal effect.

Employee signature	Social Security Number	Date
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Witness (Print Name)	Signature	Date
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Name of Employer _____	Position _____
Point of Contact Name _____	Fax _____
Telephone _____	

(Note: This section should be completed by an appropriate representative of the potential employer.)

Name of Employer _____	
Department (If applicable) _____	
Title of Position Offered _____	
Annual Salary Offered _____	

Comments: _____

(Completed by) _____	(Date) _____
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(Title) _____

Approved By: Dianne R Foster, Director of Human Resources	<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%;">Chapter No.</td><td style="width: 33%;">PAI No.</td><td style="width: 33%;">Page No.</td></tr><tr><td style="text-align: center;">5</td><td style="text-align: center;">1</td><td style="text-align: center;">1</td></tr><tr><td colspan="3">Revision Date:</td></tr></table>	Chapter No.	PAI No.	Page No.	5	1	1	Revision Date:		
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